

2004 Fire Lieutenant Promotional Exam Reading List

The following three internal sources may be used on all four phases of the examination:

1. **Division of Fire Standard Operating Procedures** (excluding Section 8) (changes made after 6/30/2004 will not be tested)
2. **Division of Fire Systems Manual** (Selected sections will be tested on the multiple-choice phase and will be identified during the filing period.) (changes made after 6/30/2004 will not be tested)
3. **Selected Bulletins** (A list of bulletins will be provided at filing and access to these bulletins will be available through a Division of Fire website.)

The following four external sources may be used on Phase I (Multiple-Choice) and Phase III (Tactical):

1. **Fire Officer's Handbook on Tactics** (Second Edition) John Norman; Fire Engineering Books & Videos (1998)
2. **Essentials of Firefighting** (Fourth Edition) (excluding chapters 6 and 18 and pages 183-186, 215-229, 307-341, and 439-483) IFSTA; Fire Protection Publications (1998)
3. **Building Construction for the Fire Service** (Third Edition) (excluding chapter 6) Francis L. Brannigan; National Fire Protection Association (1992)
4. **Fire Service Emergency Care** (including chapters 1, 2, 4, and 7 only) Edward T. Dickinson; Brady/Prentice Hall (1998)

The following two internal sources may be used on Phase II (Written Work Sample) and IV (Oral Board):

1. **IAFF Contract** (effective June 1, 2001 – May 31, 2004)
2. **Forms Manual**

The following external source is a recommended management text. This source will **not** be tested directly but candidates may find it useful while preparing for Phase IV:

1. **"They Promoted Me?" A Primer for the New Supervisor** Jim Weaver; toExcel Press (1999)